

TERMS OF REFERENCE INDIVIDUAL CONSULTANT

PROJECT SUPPORT CONSULTANCY CARIBBEAN PLASTICS RECYCLING PROJECT (CARIBPLAST) St Vincent and the Grenadines

1. BACKGROUND AND JUSTIFICATION:

In partnership with The Coca-Cola Foundation, the Pan American Development Foundation (PADF) will implement the Caribbean Plastics Recycling Project, a regional initiative designed to strengthen plastic recycling systems and foster circular economy linkages across five Caribbean countries: Grenada, Suriname, St. Vincent and the Grenadines, Trinidad and Tobago, and The Bahamas. The project combines international technical expertise with local implementation models to pilot scalable solutions, increase recycling volumes, and promote private sector engagement in waste recovery and reuse.

PADF has found the need to engage with an individual consultant to provide stakeholder engagement, event organization and facilitation, and monitoring and evaluation support in St. Vincent and the Grenadines.

2. OBJECTIVE:

The general objective of the consultancy is to support meeting facilitation and stakeholder engagement for high quality program implementation in the country of implementation, conduct monitoring and evaluation visits, and support documentation of lessons learned from project activities in the country of implementation.

The consultancy responds directly to the following project objectives: 1) strengthen local “recycling champions” to implement innovative recycling programs that increase collection and recycling efficiency and effectiveness, and 2) expand and support networks of waste collectors, creating income-generating opportunities and improving the collection, processing, and reuse of plastics.

3. RESPONSIBILITIES OF THE CONSULTANT:

- a) Develop a stakeholder engagement plan pertaining to the plastics recycling sector and key stakeholders from the public, private sector and civil society (e.g. government ministries, tourism companies, business associations).
- b) Facilitate meetings with key stakeholders according to the stakeholder engagement plan and provide meeting notes
- c) Support organization of awareness-raising campaigns (e.g. review marketing materials, suggest/contact media outlets)
- d) Support facilitation of trainings on circular economy principles with business associations and other key stakeholders to foster greater stakeholder engagement
- e) Conduct site visits to project sites and develop and submit monitoring reports

- f) Develop and submit lessons learned documentation for final report

4. LOCATION(S) OF ASSIGNMENT

St. Vincent and the Grenadines, which may include local travel to recycling collection and transformation points.

5. CANDIDATE PROFILE:

The ideal candidate will possess the following:

- A BA/BS degree in waste management, environmental engineering, environmental science, sustainability, business, or related. A master's degree (or equivalent experience) is preferred.
- At least 3 years of experience working on international projects, conducting monitoring and evaluation activities, and/or stakeholder engagement activities. Experience working with technical documents and project reports.
- Subject matter expertise in waste management, circular economy, and sustainability.
- Fluent in English. Spanish-speaking is a plus.
- Live/be based in and eligible to work in St. Vincent and the Grenadines.

In addition to the foregoing qualities, the successful candidate must demonstrate the following qualities:

- Self-starter with ability to work independently as well as in close coordination with a team
- Detail-oriented
- Flexible and adaptable

6. COMPENSATION

PADF has set a maximum remuneration of \$10,000 USD for this assignment. This amount is inclusive of any and all taxes applicable in the country of performance. The total number of days shall not exceed 97 working days.

7. TERM OF THE CONTRACT:

Estimated start date of contract: January 1, 2026. While the contract will have approximately a 9-month duration, working days shall not to exceed 97.

8. CONTRACTUAL MECHANISM: Cost Reimbursable Consultant contract (All applicable Taxes, Fees, and other costs should be included in the economic proposal.)

Include an economic proposal which includes the following information with your application:

- Daily rate with justification (i.e. based on previous similar work).

- Travel costs to local recycling company or other relevant stakeholder site visits (if applicable)
- Other related costs (project related expenses such as materials, telephone calls, printing costs and other direct costs associated with the activities being performed under this consultancy.)
- Total cost, including your expected overall rate, travel costs, and other related expenses

9. PROPOSAL DOCUMENTS TO INCLUDE:

- a) Please attach your Curriculum Vitae (CV) to demonstrate how you meet the TOR requirements.
- b) Please include descriptions of similar projects or assignments and at least two client references.
- c) Economic proposal

10. SUBMISSION DETAILS:

- a) Applications must be received no later than **December 8, 2025**. All application materials are to be submitted to mstjohn@padf.org following the guidelines listed in these Terms of Reference.
- b) Validity of bid: **90** days from the submission deadline.
- c) Amendments: At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the Terms of Reference document by an amendment which will be posted to the PADF website and/or communicated via email.
- d) Clarifications: Questions may be submitted to mstjohn@padf.org. The subject of the email must contain the TOR number and title of the TOR.

11. TERMS AND CONDITIONS:

Resulting Award

This TOR does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF's evaluation results are confidential.